

Formatting Questions for Respondus

The exam file must be saved as a ".txt" or ".rtf" document before it can be imported into WebCT by Respondus.

***Note:**

The format for "multiple-choice" questions contains required elements and optional elements which are described below.

MULTIPLE-CHOICE QUESTIONS (required elements)

Each question must begin with a question number, followed by either a period "." or a parentheses ")".

Example:

3)

OR

3.

The question wording must follow the question number. ***Note: at least one space should be between the question number and the question wording**

Example:

3) Who determined the exact speed of light?

OR

3. Who determined the exact speed of light?

Each answer must begin with a letter (A-Z) followed by a period "." or a parentheses ")".

Example:

3) Who determined the exact speed of light?

- a. Albert Einstein
- b. Albert Michelson
- c. Thomas Edison
- d) Guglielmo Marconi

The correct answer must be indicated with an asterisk (*) placed directly in front of the answer choice
***Note: do not put a space between the asterisk and the answer choice**

Example:

- 3) Who determined the exact speed of light?
- a. Albert Einstein
 - *b. Albert Michelson
 - c. Thomas Edison
 - d. Guglielmo Marconi

MULTIPLE-CHOICE QUESTIONS (optional elements)

A Title can be imported with each question. If a title is not provided for a question, the first 20 characters from the question wording will be used as the question title. Titles must be placed at the beginning of a question and begin with "Title:" followed by the actual text for the title. If the title exceeds 20 characters, the remaining characters will be dropped during the import.

Example:

Title: Speed of Light

- 3) Who determined the exact speed of light?
- a. Albert Einstein
 - *b. Albert Michelson
 - c. Thomas Edison
 - d. Guglielmo Marconi

Feedback for individual answer choices can be imported by placing the feedback immediately after the answer choice and by beginning the line with the "@" symbol. ***Note: there must be at least one space between the @ symbol and the feedback text.**

Example:

Title: Speed of Light

- 3) Who determined the exact speed of light?
- a. Albert Einstein
 - @ No. Albert Michelson determined the exact speed of light.
 - *b) Albert Michelson
 - @ Yes. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.
 - c) Thomas Edison
 - @ No, Thomas Edison did not determine the exact speed of light.
 - d. Guglielmo Marconi
 - @ No. Marconi did not discover the exact speed of light, but he did win the Nobel Prize for Physics for his work with radio waves.

"General Feedback" can be imported in a similar way, but it must appear immediately after the question wording and before any of the answer choices. The line must also begin with the "@" symbol, and there must be at least one space between the @ symbol and the feedback text.

Example:

Title: Speed of Light

3) Who determined the exact speed of light?

@ Albert Michelson was the first American to win the Nobel Prize in Physics (1907) for his measurements of the speed of light. His experiments laid the groundwork for Einstein's Theory of Relativity.

a. Albert Einstein

@ No. Albert Michelson determined the exact speed of light.

*b) Albert Michelson

@ Yes. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.

c) Thomas Edison

@ No, Thomas Edison did not determine the exact speed of light.

d. Guglielmo Marconi

@ No. Marconi did not discover the exact speed of light, but he did win the Nobel Prize for Physics for his work with radio waves.

***Note: As shown in the previous example, both types of feedback can be used within a single question.**

TRUE / FALSE QUESTIONS

The process of importing a "true or false" question is similar to that used for importing "multiple-choice" questions (see above). Both of the following examples are valid ways to format a "true or false" question for importing purposes.

Example:

3) Albert Michelson determined the exact speed of light?

*a) True

b) False

Example:

3) Albert Michelson determined the exact speed of light?

*a. T

b. F

***Note: The "True" (or "T") answer choice must be listed prior to the "False" (or "F") answer choice in order for Respondus to recognize it as a true and false question type.**

To include a "title" or "feedback" with the true and false question, follow the same formatting rules described above for "multiple-choice" questions.

Example:

Title: Light speed

3) Albert Michelson determined the exact speed of light?

*a. True

@ Yes. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.

b. False

@ The correct answer is True. Albert Michelson determined the exact speed of light and won the 1907 Nobel Prize for Physics for his efforts.

PARAGRAPH QUESTIONS

The logic for importing paragraph questions (also known as "essay" or "open-ended" questions) is similar to what is described above for "multiple-choice" questions. The primary difference is that the first line of formatting must begin with "**Type: P**", followed by the "**Title**" (which is optional), the question number, and the question wording.

Example:

Type: P

Title: Michelson-Morely experiment

4. How is the Michelson-Morley experiment related to Albert Einstein's theory of relativity?

SHORT ANSWER QUESTIONS

The first line of formatting for each question must begin with "**Type: S**", followed by the "Title" (which is optional), the question number, and the question wording.

Example:

Type: S

Title: Who invented television?

5. Who is known as the "father of television"?

Although you may only one correct answer per question, you are permitted to enter multiple forms of that answer.

Example:

Type: S

Title: Who invented television?

5. Who is known as the "father of television"?

- a. Zworykin
- b. Vladimir Zworykin
- c. Vladimir Kosma Zworykin

MATCHING QUESTIONS

The process of importing a "matching" question is similar to what is described above for importing "multiple-choice" questions, but there are some key differences. The first line of formatting must begin with "**Type: MT**", followed by the "title" (which is optional), the question number, and the question wording.

Example:

Type: MT

Title: Scientific discoveries

4) Match the correct name to the discovery or theory.

Each answer (which consists of both portions of a correct match) must begin with a letter (a-z) followed by a period "." or a parentheses ")". The two parts of the match must be separated with an "=" symbol.

Example:

Type: MT

Title: Scientific discoveries

4) Match the correct name to the discovery or theory.

- a. Michelson-Morely = Speed of light
- b. Einstein = Theory of Relativity
- c. Marconi = radio waves

****Note: Spaces before or after the "=" symbol are optional***

MULTIPLE-RESPONSE QUESTIONS

The logic for importing "multiple-response" questions is similar to what is described above for importing "multiple-choice" questions. ("Multiple-response" questions are, essentially, "multiple-choice" questions in which more than one correct answer can -- and generally should -- be selected by the student). The primary difference is that the first line of the formatting must begin with "**Type: MR**", followed by the "Title" (which is optional), the question number, and the question wording. ***Note: Correct answers are designated with an asterisk.**

Example:

Type: MR

3) Which of the following individuals are credited with determining the exact speed of light?

- a. Albert Einstein
- *b. Albert Michelson
- c. Thomas Edison
- *d. Edward Williams Morley

To include a "title" or "feedback" with the "multiple-response" question, follow the same formatting rules described above for "multiple-choice" questions.

Example:

Type: MR

Title: Determining Speed of Light

3) Which of the following individuals are credited with determining the exact speed of light?

@ Albert Michelson and Edward Williams Morley collaborated on a series of experiments that eventually led to the exact determination of the speed of light.

- a. Albert Einstein
- @ No. Albert Michelson and Edward Williams Morley collaborated on a series of experiments that eventually led to the exact determination of the speed of light.
- *b) Albert Michelson

@ Yes. Albert Michelson is one of the two persons credited with determining the exact speed of light.

c. Thomas Edison

@ No. Albert Michelson and Edward Williams Morley collaborated on a series of experiments that eventually led to the exact determination of the speed of light.

*d. Edward Williams Morley

@ Yes. Albert Michelson is one of the two persons credited with determining the exact speed of light.

****Note: this example illustrates how to include both "General Feedback" and answer-specific feedback.***

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